

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
STOREKEEPER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: State Employees

Location: Connecticut Valley Hospital ~ Administrative Support Services Division
Support Services ~ Middletown, CT

Job Posting No: CV- 104564

Hours: Monday through Friday ~ 9:00 a.m. to 5:00 p.m. ~ 37.5 hours weekly

Annual Salary: \$34,125.00 (Entry Level Annual Salary)

Posting Dates: October 2, 2015 – October 11, 2015

Duties may include but not limited to: Receives and issues stock and maintains records of receipts, requisitions, and stock on hand; arranges stock in planned fashion, with due account taken of age, accessibility, safety and security; clarifies amount and condition of stock on hand and reports all discrepancies or need for replenishment; verifies quantity and quality of incoming supplies against invoices, dray bills, bills of lading and orders; maintains housekeeping and security of stores area; takes required inventory of materials and supplies; codes and inventories of stock in warehouse; operates material handling *equipment*; may drive motor vehicles as assigned; may enter data into a computer; performs related duties as required. Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices including purchasing; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories; ability to utilize computer software.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

General Experience: Two (2) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

Special Requirements: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates:** Example: QCW (Carpentry) applying to a QCW (Carpentry) posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: CVH-RECRUIT@CT.GOV
FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-2